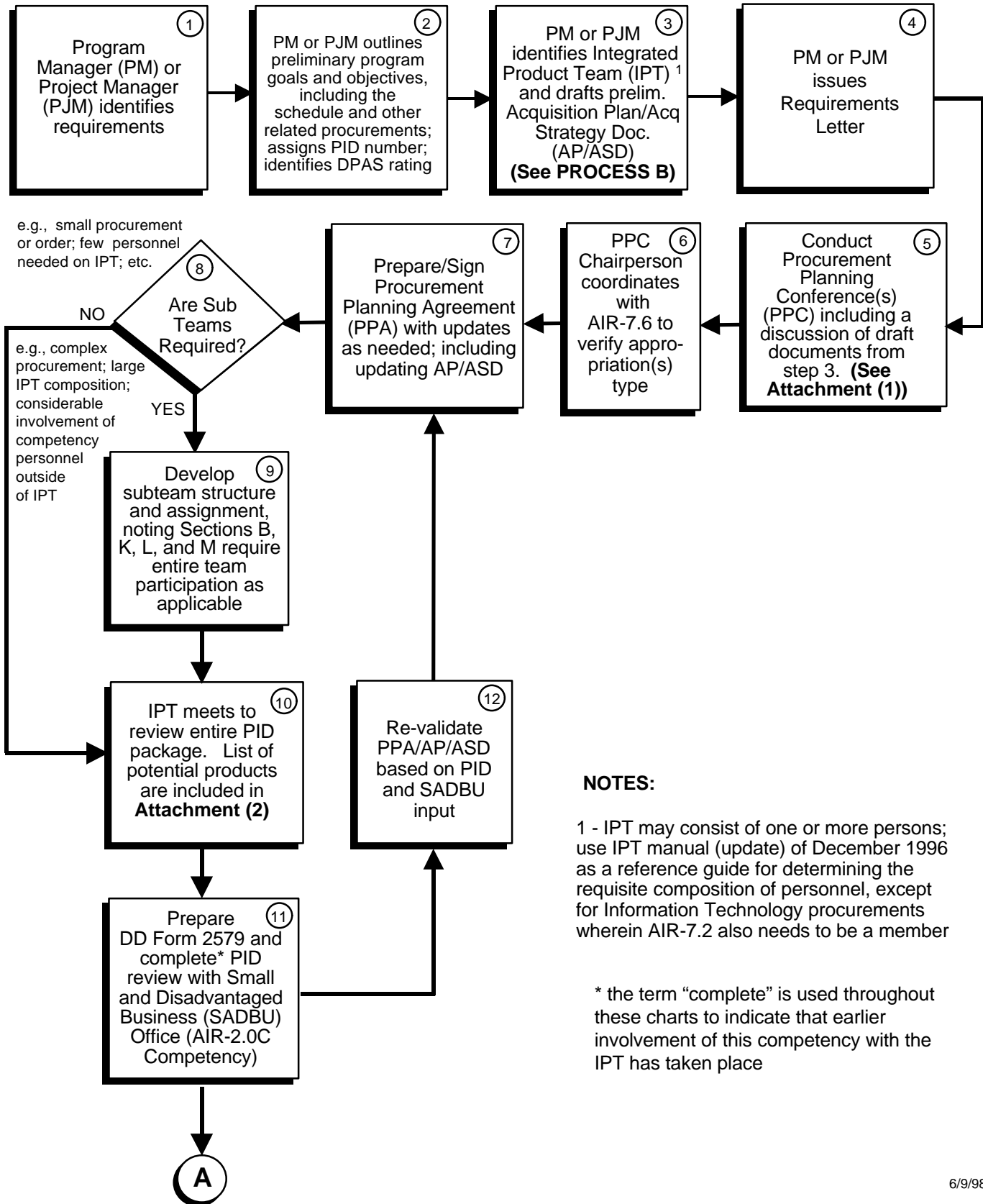


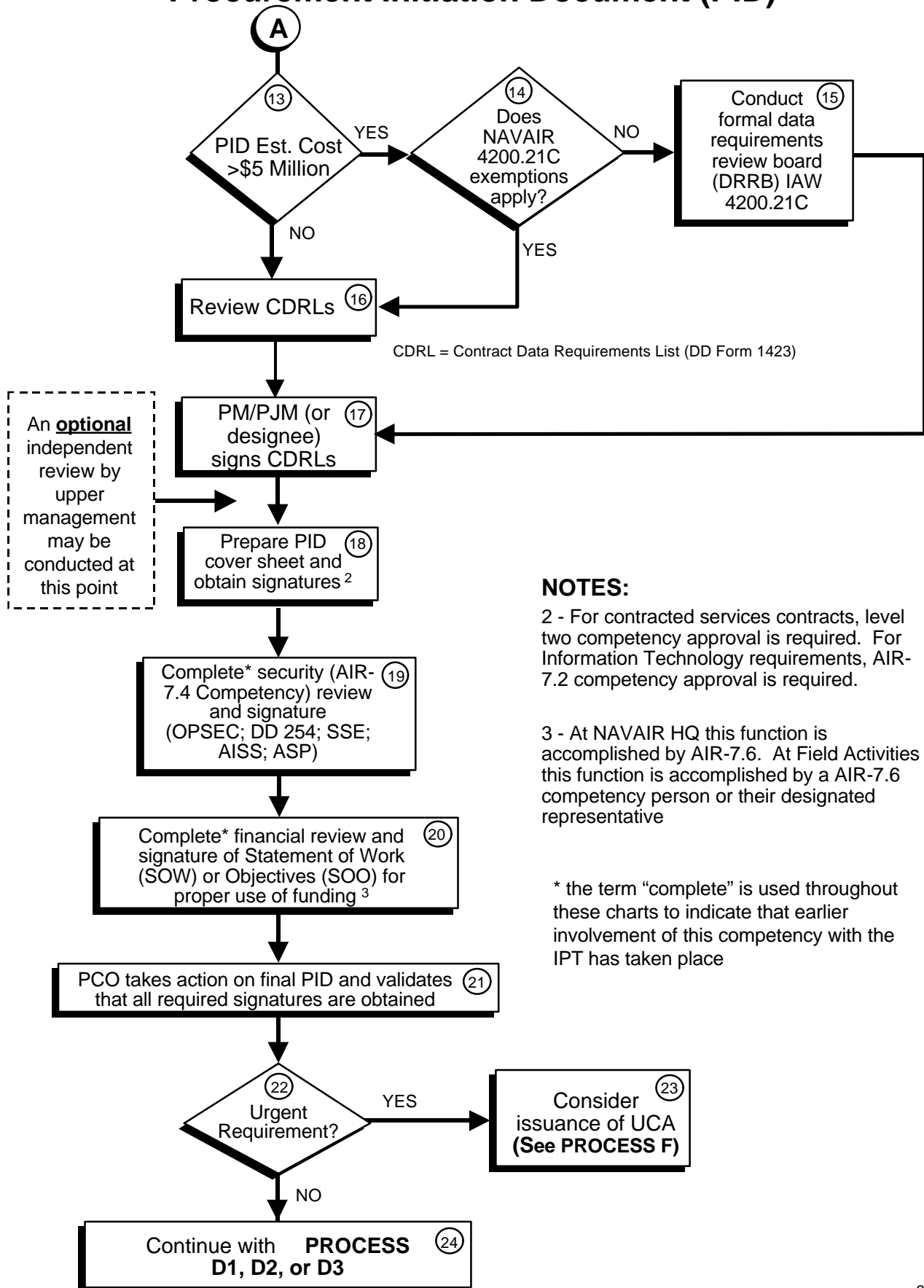
PROCESS A

Procurement Initiation Document (PID)



PROCESS A (continued)

Procurement Initiation Document (PID)



PROCESS A

Attachment (1)

PROCUREMENT PLANNING AGREEMENT DISCUSSION TOPICS LIST

- Requirements Determination (e.g., MNS, ORD, ECP, letter, etc.)
- Relationship of this Procurement to Other Procurements (e.g., supports another major procurement)
- Major Milestone Requirements that this Procurement Must Provide (e.g., data, reports, test completion, metrics, etc.)
- Integrated Product and Process Development Team Approach (Contractor on Team) and Cost Performance-IPT (one of CAIV initiatives)
- Type of Funds
- Budget/Funds Availability
- FMS Applicability and Funding Availability
- Procurement Schedule (when award of contract is needed as end point, but not later than 1 April of the Fiscal Year funding is available; and all intermediate steps)
- Discussion of Acquisition Strategy
 - Non-Material Solutions Considered
 - Joint Service Applicability
 - Contract Type
 - Options
 - Multi-Year Contract
 - Production Unit Cost, O&S Cost Objectives with Tradeoffs, and Risk Management (CAIV initiative)
 - Contract Incentives (also a CAIV item)
 - Synopsis Requirement and Timing
 - Sources (sole source, need to conduct sources sought advertisement, can commercial item meet the need and has market research been conducted, is this a Non-Developmental Item (NDI), are Foreign Sources acceptable, etc.)
 - Small Business Application
- Acquisition Reform Initiatives - especially the impact of the Single Process Initiatives (SPI) (see Turbo-Streamliner at <http://www.acq-ref.navy.mil/turbo/> for additional topics of consideration)
- Use of Earned Value Management and Technical Performance Measurement techniques
- Potential Problems:
 - Historical Problems
 - Electronic Media usage (e.g., paperless)
 - User/Fleet Involvement (also a CAIV item)
- Acquisition Planning/Strategy Document requirements (e.g., Address Reports Required by the Milestone Decision Authority)
- Justification and Approval Coverage
- Contract Line Item Structure (consideration of 19 Aug 96 policy memo for minimizing ACRN and CLIN/SLIN structure to reduce contract payment problems and contract complexity)
- Contract Data Requirements Lists (CDRLs)
- Statement-of-Work (SOW) or Statement-of-Objectives (SOO)
- Specifications
 - (1) Performance
 - (2) Military with Waiver (those with blanket waivers and any new waiver requirements for this procurement)
 - (3) Detail
- Issuance of Draft Specifications and/or Solicitation to Industry for Comment; and use of Pre-solicitation Conference
- Provisioning Items
 - (1) Integrated with Production Contract
 - (2) Provided for under a separate BOA (preferred method for reducing contract payment problems)
- Spares Acquisition Integrated with Production (SAIP) (Purchase NAVICP quantities with new production)
- Logistics Approach
 - Affordable Readiness (Total Cost of Ownership, Sustained Maintenance Planning, Right Sourcing, and Flexible Sustainment)
 - Depot Maintenance Issues (does this procurement require Core assessment in consonance with 10 U.S.C. 2464)
 - Approach to designing and implementing cost effective support (Acquisition Logistics Handbook)
 - Approach to acquiring support and support-related engineering and logistics data (Logistics Management Information Performance Specification)
- Scheduling of Contract Deliverables
- Security Classification (DD254)
- Acquisition Protection
 - Operation Security (OPSEC)
 - Systems Security Engineering (SSE)
 - Acquisition Systems Protection (ASP)
 - Automated Information Systems Security (AISS)
 - Expert Team Protection Assistance

PROCESS A

Attachment (1)

PROCUREMENT PLANNING AGREEMENT DISCUSSION TOPICS LIST

- Special Contract Requirement and Clauses
- Evaluation Approach/Criteria
 - Contract Sections L & M (e.g., How do you incentivize COTS/NDI usage)
 - Source Selection Plan
 - Technical Evaluation Plan
 - Application of Best Value and How to Evaluate it
 - Use of EIA-IS-649 to Evaluate Configuration Management
- Data Rights
- Technical Data Package(s)
- Need for Data Requirements Review Board (dollar threshold)
- Industrial Base Issues (does this procurement warrant an Industrial Capabilities analysis (see DoD Handbook 5000.60-H))
- Government Furnished Equipment (need to conduct an MGFEL conference with AIR-1.3.1)/Government Furnished Material Required
- Trainer Requirements
- Support Equipment Requirements (e.g., for CASS need to discuss with PMA 260)
- Packaging and Handling (e.g., are shipping containers available from stock (NAVICP) and can be provided as GFE?)
- Transportability
- Reliability and Maintainability
- Safety, HAZMAT, and Environmental Issues
- Human Systems Integration
- Quality Assurance
 - ANSI/ASQC Q-9000 Series
 - ISO-9000
 - Contractor Equivalent
 - MIL-STD
- Survivability and Vulnerability
- Value Engineering (DoD Handbook 4245.8-H)
- Electromagnetic Environmental Operability
- Testing/Tests (Overall objective IAW Acquisition Reform is to reduce oversight, use existing data and test methods where possible, and substitute Modelling and Simulation whenever practicable)
 - Sequencing of tests to be conducted
 - Special Instrumentation Requirements
 - Integration with Milestone Reviews
 - Types (Compatibility Tests, Environmental Tests, First Article Inspection, Factory Acceptance Tests, Quality Conformance Tests, Periodic Lot Sampling, Structural Tests, Aerodynamic Performance Tests, etc.)
- Warranties
- Configuration Management (MIL-STD-2549; MIL-HDBK-61; and ISO-10007)
- Open Systems Architecture
- Information Technology Issues (separate approval process required)
- Team Composition, Assignments, Agreements
- Use of DLA and NAVICP Personnel on the Team
- In-House Administrative Schedule
- Funding for In-House Support (e.g., Field Activities and other Navy Capital Working Fund activities, etc.)
- Physical Space to prepare solicitation and conduct proposal evaluations

PROCESS A
ATTACHMENT (2)
LIST OF POTENTIAL PRODUCTS OF THE PID

JUSTIFICATION AND APPROVAL (J&A)

CONTRACT DATA REQUIREMENTS LIST (CDRL, DD FORM 1423)

STATEMENT OF WORK (SOW) OR STATEMENT OF OBJECTIVES (SOO)

SECTIONS A THRU K (INCLUDING THE APPLICABLE CLAUSES)

SECTIONS L & M (FOR COMPETITIVES)

SOURCE SELECTION PLAN

LABOR CATEGORY DESCRIPTIONS AND CONTRACTING OFFICERS
REPRESENTATIVE (COR) NOMINATION LETTER FOR CONSULTING
SERVICES (CS) CONTRACTS

TECHNICAL DATA/SPECIFICATIONS/DRAWINGS

FINANCIAL SHEET

DD FORM 254 (SECURITY)

COST ESTIMATE (INDEPENDENT COST ESTIMATE (ICE), INDEPENDENT
GOVERNMENT COST ESTIMATE (IGCE), LIFE CYCLE COST ESTIMATE
(LCCE), OR OTHER TYPE COST ESTIMATE)

PID COVER SHEET (APPROVALS)

LIST OF GFE/GFM/GFP

LIST OF ADDRESSEES (PRIMARILY FOR DD FORM 1423 DELIVERIES)

LIST OF ACRONYMS

CROSS REFERENCE MATRIX

SYNOPSIS

ACQUISITION PLAN

SOURCE LIST

LEVEL II APPROVAL SHEET

PROCESS A1

MIPR (DD Form 448), RX/RCP/WX/WR (2276A & 2276),
PX/PO (2275), and MILSTRIP Requisition Acquisition
Planning Process

Program Manager (PM)
Identifies Requirement

①

PM outlines preliminary program
goals and objectives including the
schedule, related procurements and
obtains PID number

②

PM defines IPT

③

Convene Procurement Planning
Conference (PPC) to discuss
strategy, milestones and issues

④

Issue Procurement Planning
Agreement (PPA) with updates as
needed to show program/milestone
changes

⑤

What type of teams are required?
One large team or sub-teams?

⑥

NOTES:

- (1) "Program Management Checklist" (Attachment A) completed in this step.
- (2) Most individual Government Furnished Equipment (GFE) procurement efforts can use the "Program Management Checklist" developed for the Major Weapons System Platform.
- (3) Master Government Furnished Equipment (MGFEL) Conference convened if possible. For GFE the MGFEL via the Integrated Production Management System (IPMS) generates the milestones schedule based on major weapon systems requirements.

②

NOTE:

This IPT can be very small and may consist of only one person.

③

NOTE:

This step can be very complex with lots of IPT members dealing with a major weapon system (e.g., C-130 MIPR to the Air Force) or it may be as small as the PID originator working alone scheduling and organizing his workload on less complex GFE with concurrence from the PM in order to ensure that the PID is issued on time.

④

NOTES:

- (1) This step can result in an in-depth PPA based on the complex program or for simple program, it may result in no formal PPA at all because all PPA required actions/milestones are already recorded in a database such as IPMS for GFE or the PID originator with concurrence from the PM. May develop his own milestones.
- (2) "Specific Procurement Checklist" (Attachment B) should be completed in this step and be ready to enter in a database system such as SPS and IPMS.

⑤

NOTE:

For major weapon systems that are procured via MIPR, RX/RCP/WX/WR, PX/PO or MILSTRIP the teams can be rather large. Conversely for small weapon systems (GFE that goes on the major weapon system), these teams can be extremely small.

⑥

PROCESS A1

MIPR (DD Form 448), RX/RCP/WX/WR (2276A & 2276),
PX/PO (2275), and MILSTRIP Requisition Acquisition
Planning Process (continued)

In group sessions, the IPT or IPT sub-teams prepares and reviews:

- draft MIPR or RX/RCP, PX/PO or MILSTRIP Requisition special requirements/ attachments
- J&A inputs (as appropriate)
- perform DRRB function if required
- sign CDRLs if required

NOTE:

IPT or PID originator normally prepares the basic components of MIPR, RX/RCP/WX/WR, PX/PO or MILSTRIP. For a MIPR or RX/RCP, the receiving activity normally prepares the draft solicitation, etc. However, it is not unusual to be asked to contribute to these documents or even send special requirements within the MIPR or RX/RCP to meet the special needs of the Navy or any funding limitations. A MILSTRIP is reasonably straight forward because the acquisition action is the procurement of a physical product/item. A WX/WR/PX/PO can be straight forward or complex depending on the requirement. In complex situations the IPT may be quite involved in specification issues, the statement of work, data issues and other attachments which all need to become a part of the WX/WR/PX/PO.

Is Level II Competency Approval Required?

NOTES:

- (1) PID Guide has sample approval sheet.
- (2) Approval not required for many acquisition efforts. An example would be a hardware procurement with a designated service lead and an assigned NSN or P/N.
- (3) Other efforts may need competency approval. These might include certain engineering and logistics efforts, etc.

AIR-7.6 competency or individual (BFM) authorized by the AIR-7.6 competency will review draft/final document including the SOW to validate proper use of funding type

NOTE:

Planning MIPR or RX/RCP documents are feasible when the description of the item is very firm, quantities are set and funding has been delayed or is not yet available. A funded amendment can then follow once the funding has been released. For MILSTRIP, document obligation occurs when the document is issued. For a WX/WR and PX/PO, obligation occurs when the document is accepted by the receiving activity. On occasion, planning WX/WR/PX/POs are issued to let an activity formally know what work lies ahead, however they need a funded document before they can legally start work.

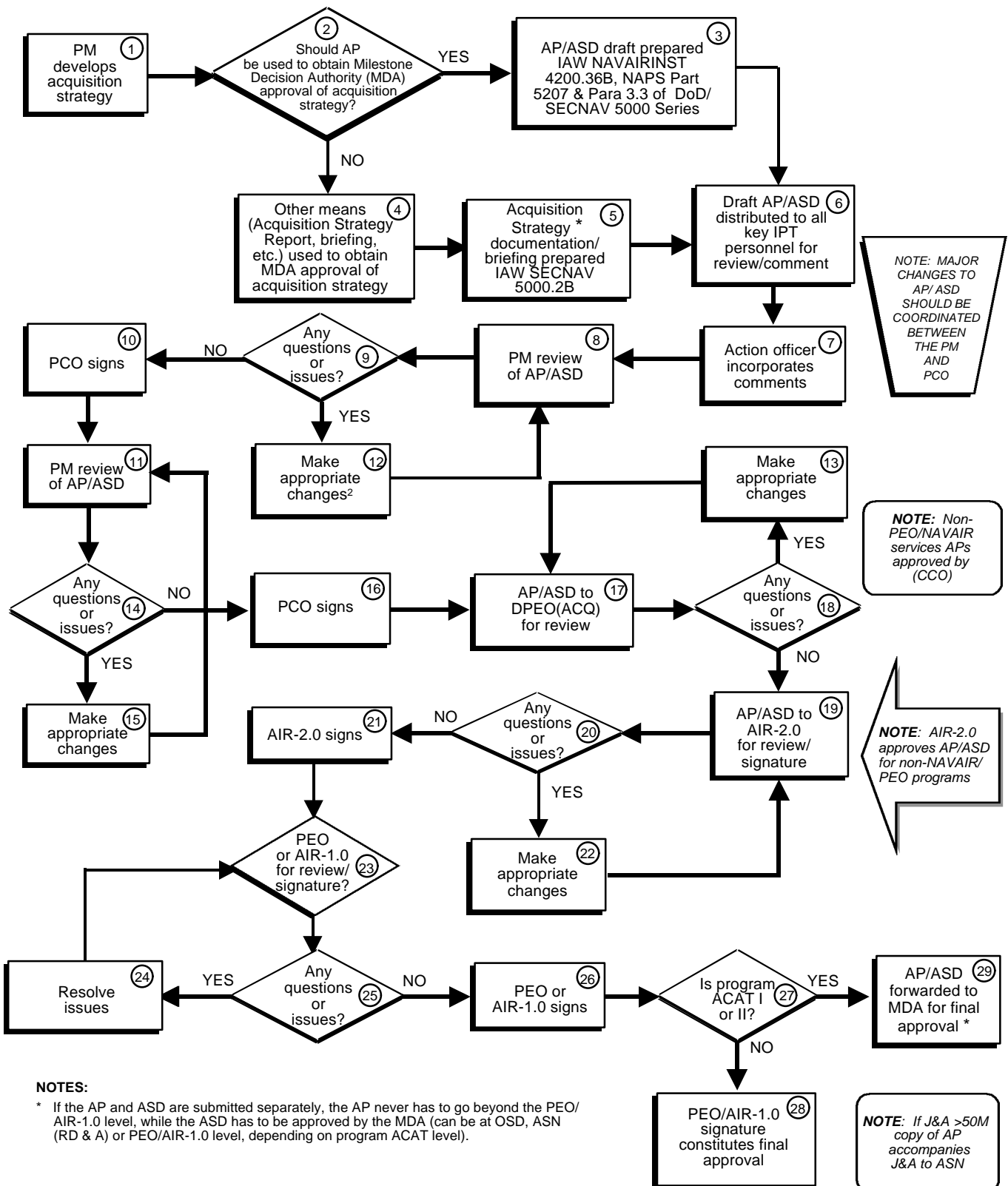
Document Released By AIR-7.6 (Field Activity Comptroller), or designated representative (e.g., MILSTRIP Requisition Process)

Document accepted by Receiving Command or Agency

Documents Delivered to Contracting Authority (MIPR) or (RX/RCP) or Responsible Party (WX/WR/PX/PO)

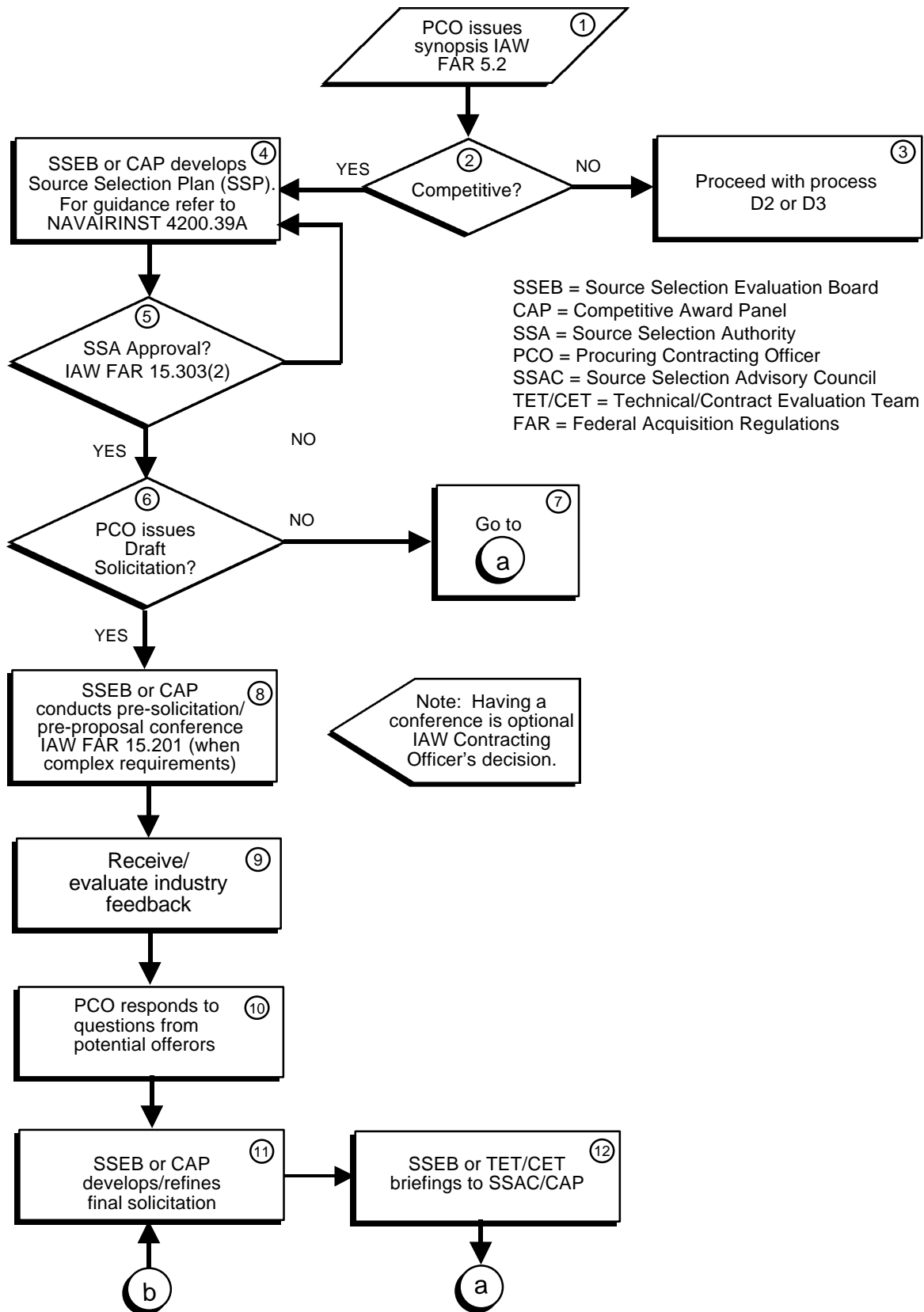
PROCESS B

Acquisition Plan (AP)/Acquisition Strategy Documentation (ASD) Process

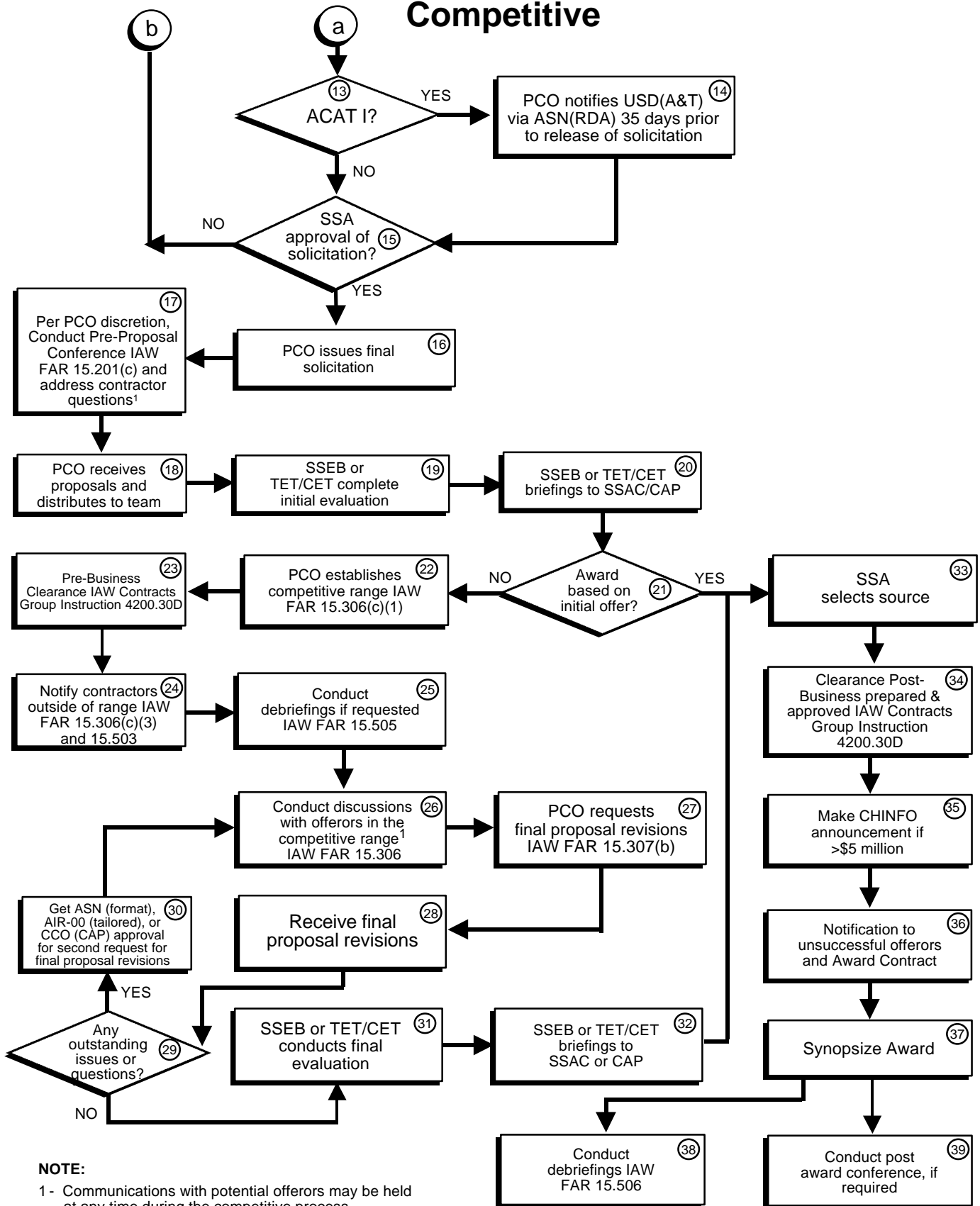


PROCESS D1

Competitive



PROCESS D1 (continued) Competitive



PROCESS D2

Alpha Acquisition

Prerequisites for Alpha Acquisitions:

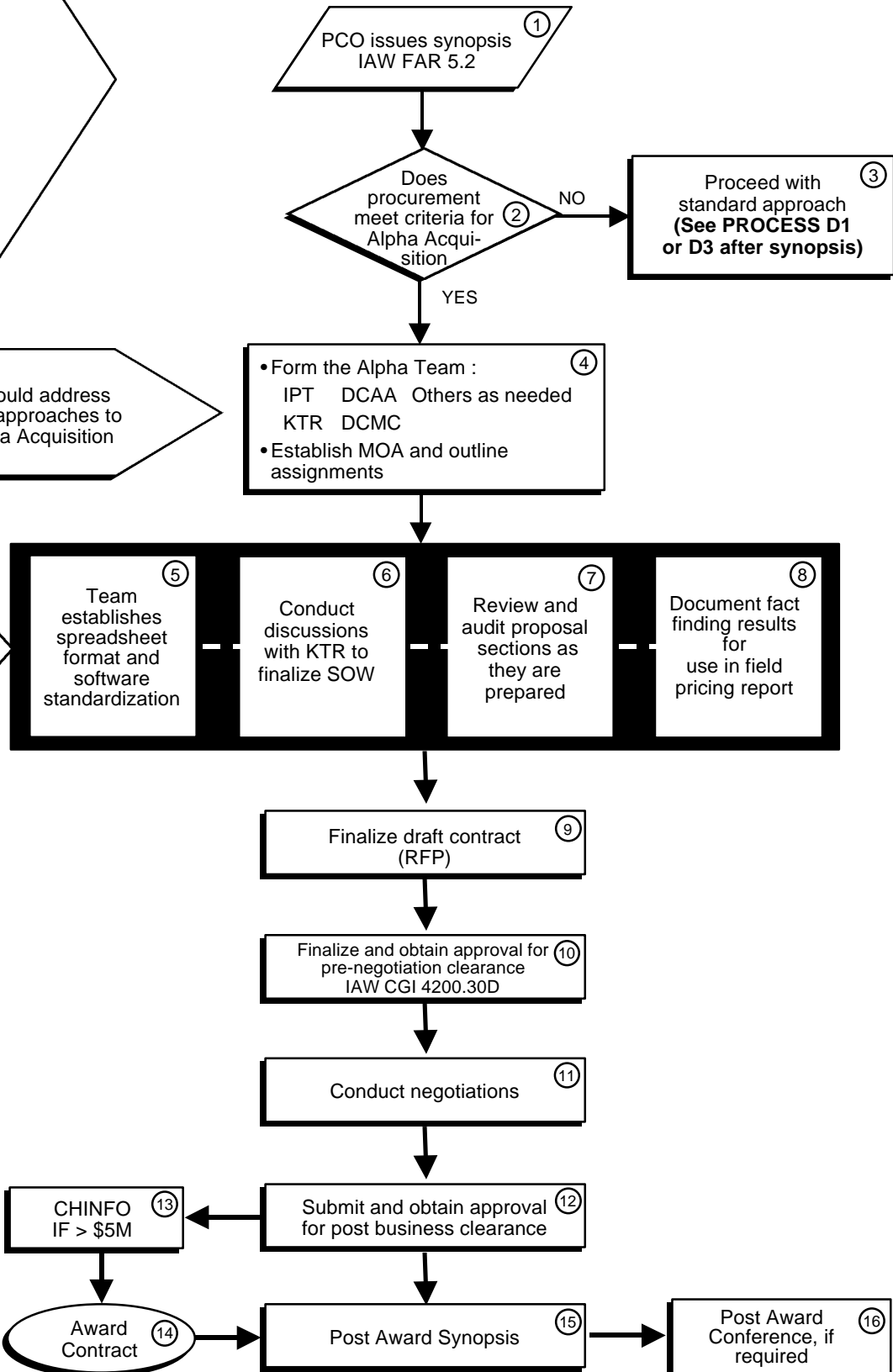
1. Good draft SOW with defined requirements
2. SOW proposal and clearance spreadsheet IAW WBS
3. Contractor and Gov't teams use same spreadsheet format
4. Team commitment to use Alpha (labor intensive, consider impact on other work)
5. Communication

NOTE:

MOA should address tailored approaches to this Alpha Acquisition Process

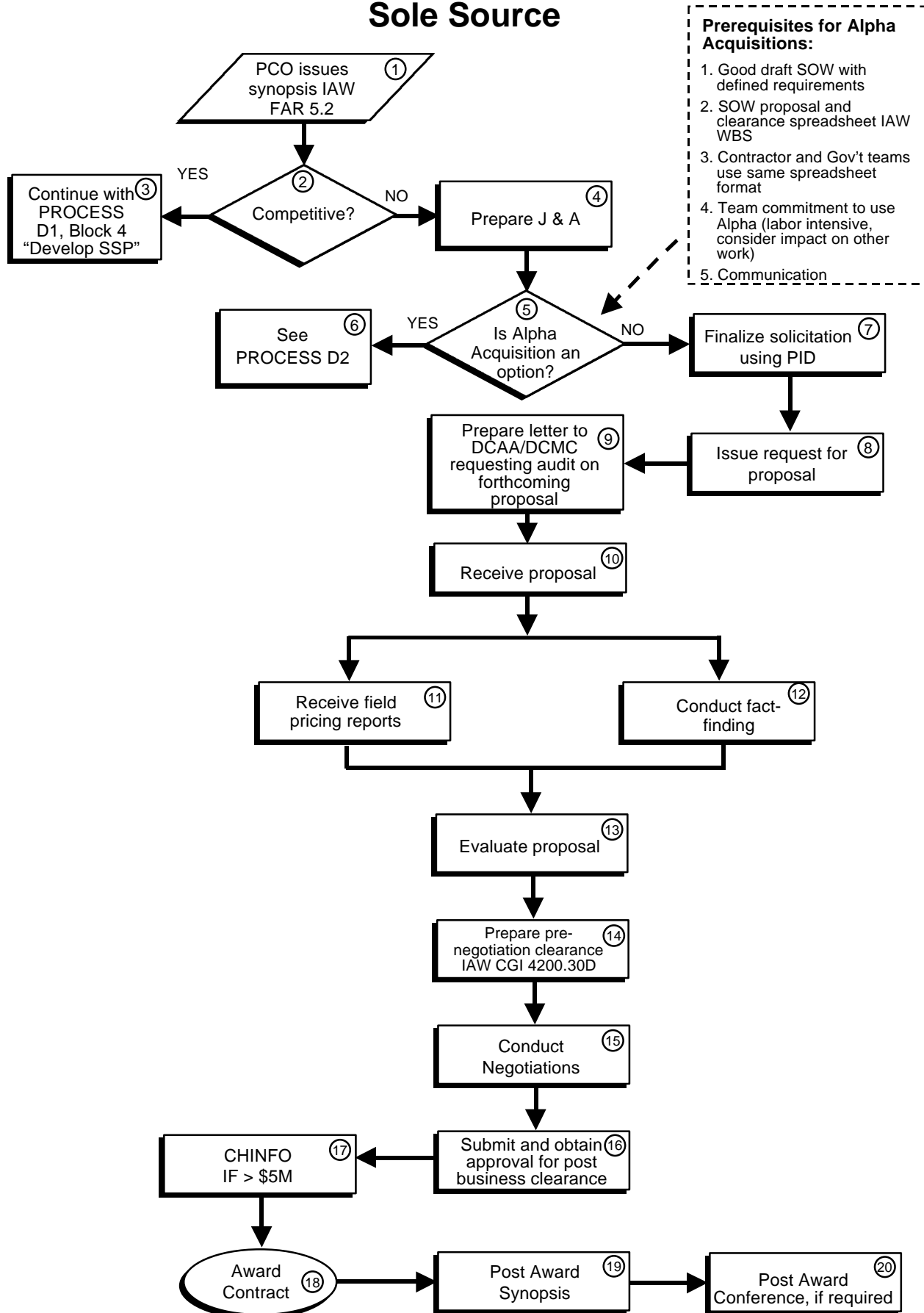
NOTE:

Alpha Team co-located for on-going fact finding, discussions, and resolutions during proposal drafting



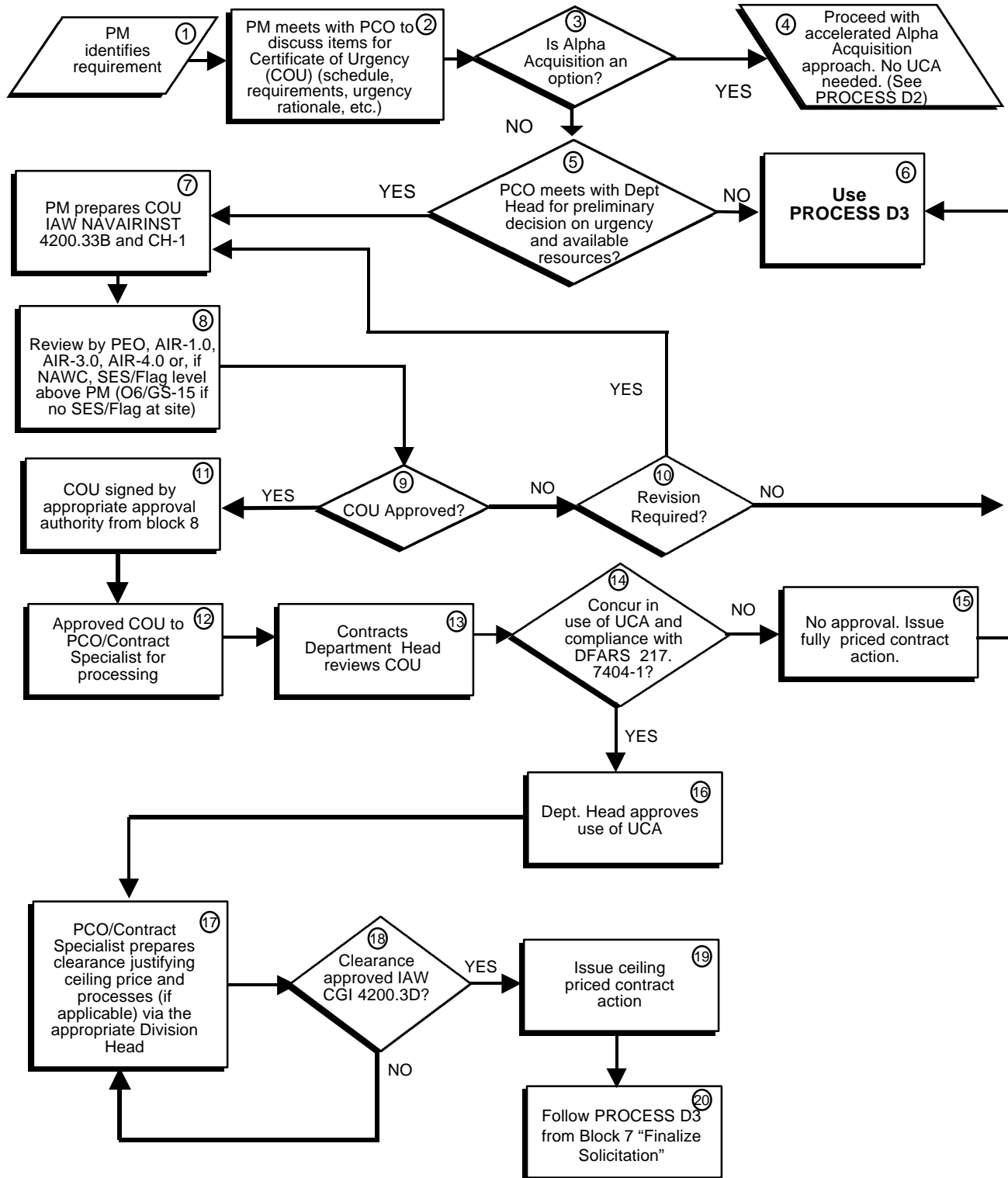
PROCESS D3

Sole Source



PROCESS F

(Undefinitized Contract Actions)



PROCESS G

CONTRACT ADMINISTRATION

NOTE: (1) Tasks listed below each process are in a non-prioritized checklist and may not all be applicable to each contractual effort depending on the type of contract affected.

NOTE: (2) Tasks listed below each process may be performed in parallel.

OPTION EXERCISE

- PID/PR Pkg, Funds to Exercise Option
- Written Notice of Intent
- Contracting Officer Determination
- Execute Contract Modification
- Legal Review (if required)
- DD350
- DD254 Renewal
- Past Performance Evaluation
- Contractor Package
- Rate Verification by DCAA
- Determination and Findings
- Clearance
- Level II Approval
- Funding Sheet

CONTRACT MODIFICATION PRICED

- PID/PR Package Approved
- Request Proposal
- Proposal Due
- Technical Eval/DCAA Audit
- Pre-Negotiation Memo Approved
- Negotiate
- Post Negotiation Memo Prepared
- Post Negotiation Memo Approval
- Legal Review
- PCO Review
- Award/Distribute
- DD350
- Level II Approval
- Funding Sheet

DELIVERY ORDER/TASK ORDER- IDIQ CONTRACT

- PID/PR Package Approved
- Request Proposal(s)
- Proposal(s) Due
- Evaluate Proposal(s)
- Negotiate
- Business Clearance/PNM
- Award/Distribute
- DD350
- COR Nomination Approval letter
- DD254 Renewal
- Rate Verification by DCAA
- Level II Approval
- Funding Sheet

AWARD PROTEST FILE

- Copy of Protest
- Offer Submitted by the Protestor
- Offer Being Considered for Award/Being Protested
- Relevant Evaluation Documents
- Solicitation, including specifications
- Abstract of Offers
- Other Documents Relevant to Protest
- Contracting Officer's Signed Statement of Relevant Facts
- List of Documents Withheld from the Protester or Intervenors
- List of Parties Provided the Documents

PROCESS G (Cont'd)

CONTRACT CLOSE-OUT

- Disposition of Classified Material Completed
- Final Patent Report Submitted/Cleared - DD882
- Final Royalty Report Submitted
- Issuance of Report of Contract Completion
- No Outstanding Value Engineering Change Proposal
- Plant Clearance Received - DD1593
- Property Clearance Received - DD1593
- Settlement of All Interim or Disallowed Costs - DCAA
- Price Revision Completed
- Settlement of Subcontracts by the Prime Contractor
- Prior Years Overhead Rates Completed
- Contractor's Closing Statement Received
- Final Subcontracting Plan Report Submitted
- Termination Docket Completed - DD1593
- Contract Audit Completed
- Contractor's Closing Statement Completed
- Final Voucher Submitted - SF1034
- Final Paid Voucher Received - SF1034
- Final Removal of Excess Funds Recommended/Completed
- Issuance of Contract Completion Statement DD1594

CONTRACT TERMINATION

- Effective Date
- Date of Assignment Determined
- Type of Termination (Partial or Complete) Determined
- Type of Contract Identified
- Amount of Contract Including All Supplements Determined
- Contract Price of Items Terminated Determined
- Amount of Excess Funds Released Determined
- Status of Settlement Determined
- Contractor's Claim Received (Interim or Final)
- Amount of Prime Contractor's Own Charges Determined
- Amount of Cost Vouchers Paid to Date Determined
- Amount of Advance, Progress or Partial Payments Determined
- Value of Termination Inventory Identified
- Amount of Disposal Credits Determined
- Gross Settlement Amount Determined
- Net Settlement Amount Determined
- Closing Date Identified
- Number of Subcontractor's Claims Submitted Identified
- Number of Subcontractor's Claims Approved by TCO Identified
- Number of Subcontractor's Claims Approved by Contractor Identified
- Amount of Subcontractor's Claims Submitted Identified
- Amount of Subcontractor's Claims Approved Identified
- Termination Completed
- Government Furnished Property Contract Audit